**Definition:**

The accounts payable aging report categorizes payables to suppliers based on time buckets. The report is typically set up with 30-day time buckets, so that each successive column in the report lists supplier invoices that are: 0 to 30 days old. 31 to 60 days old.

Steps involved in BI Report Creation

● Create New data model

● Querying corresponding report

● If needed create parameters and List of Values/Bursting

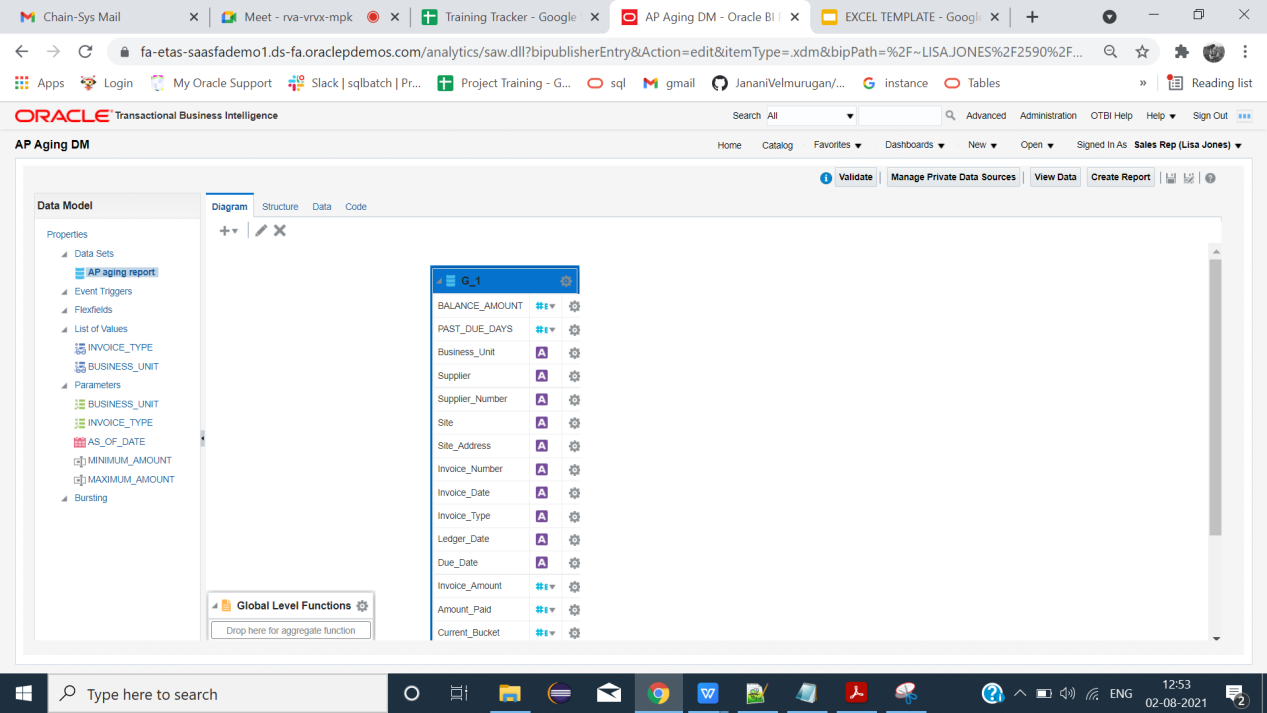
● Then view the data model in Table view

● Save the sample data and then save.

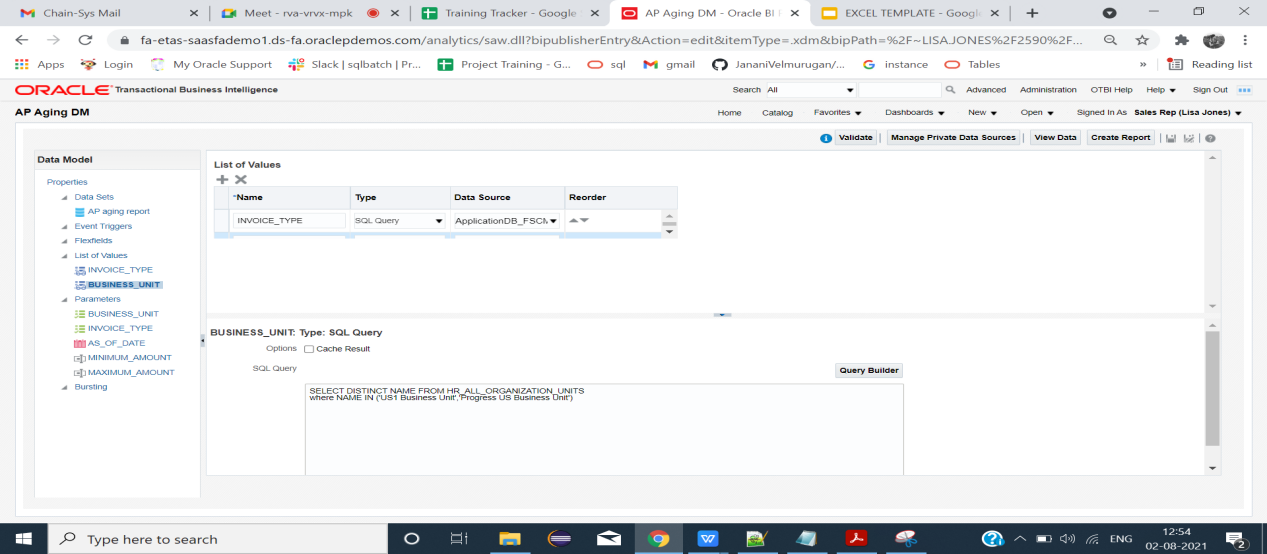
● Then export

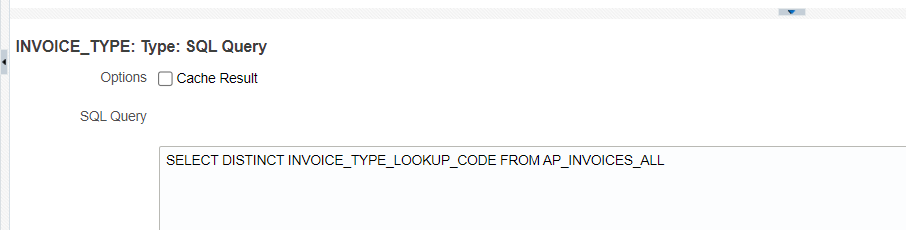
● XML file will be downloaded and save this xml file into chainsys folder

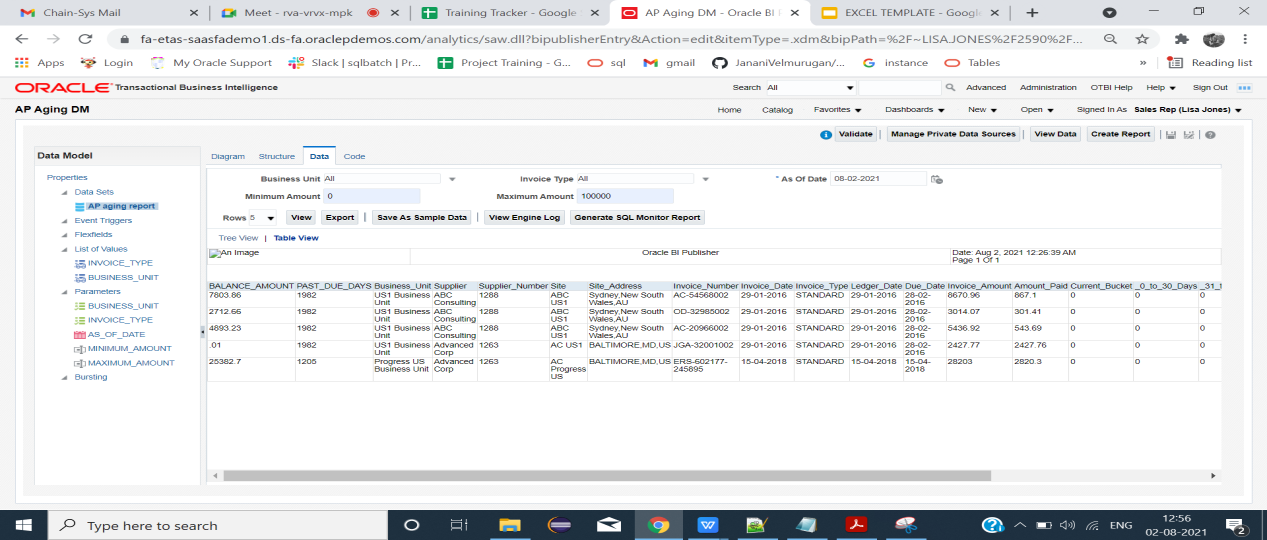
● Open that file in word remote desktop



**LIST OF VALUES (LOV):**



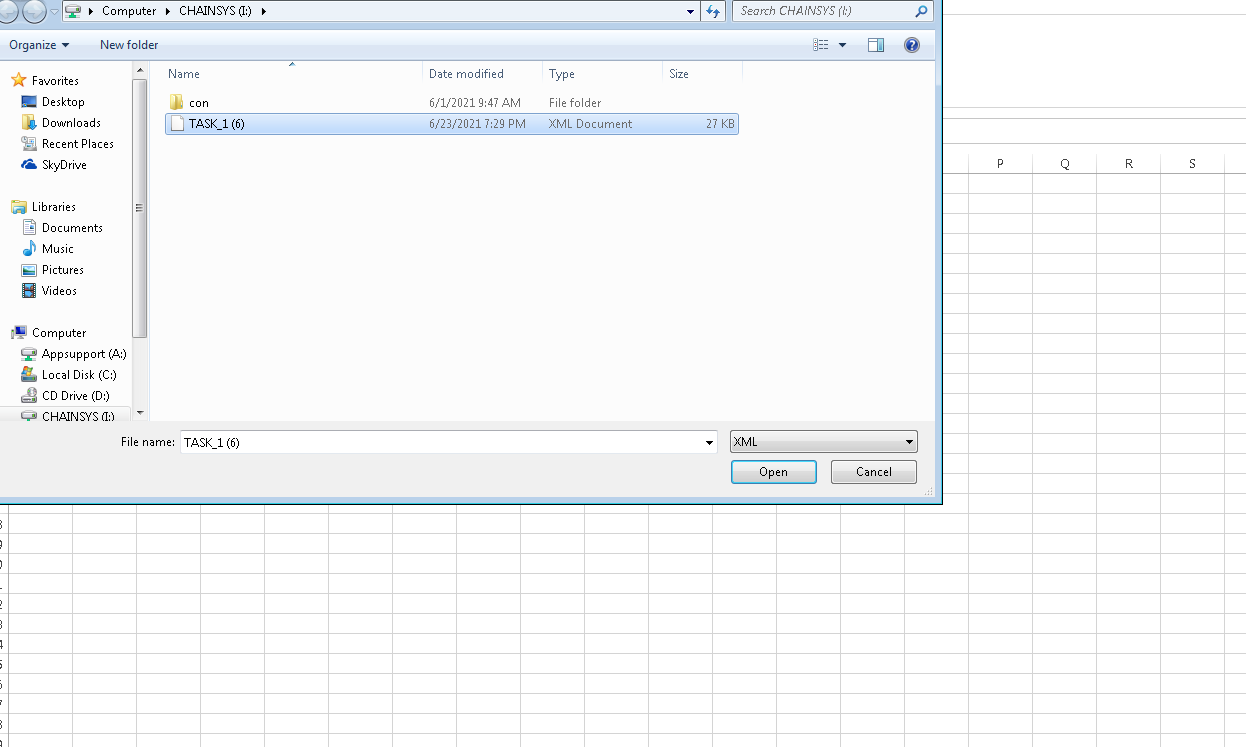




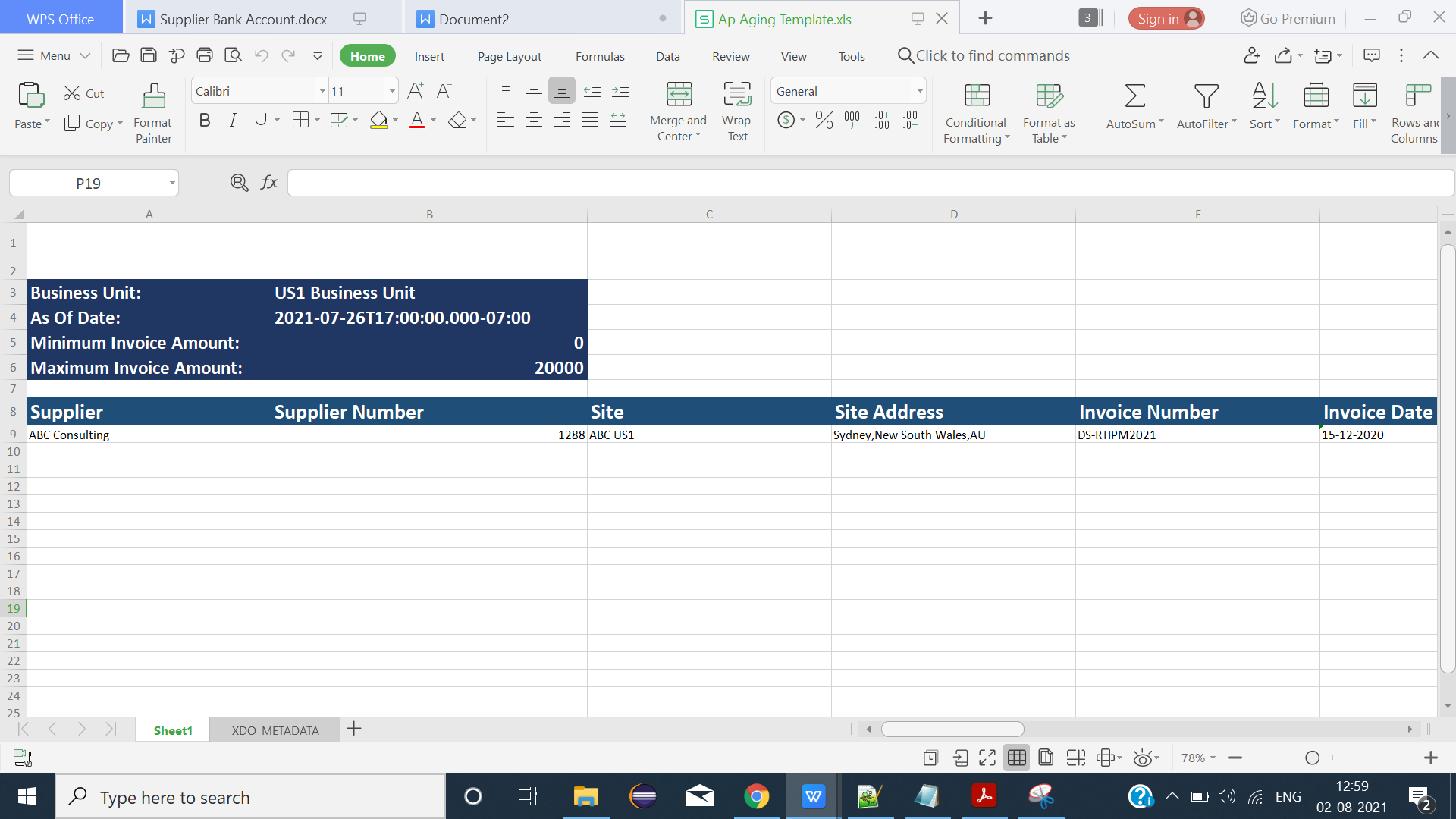
Steps Involved in Excel Template

* Open new excel sheet
* Load the sample data
* Then click fields, after clicking Metadata(XDO\_METADATA) will be created.
* Unhide the METADATA by right clicking sheet1
* Create needed column names and insert the fields to its corresponding
* columns.
* Select the inserted fields and give repeating group.

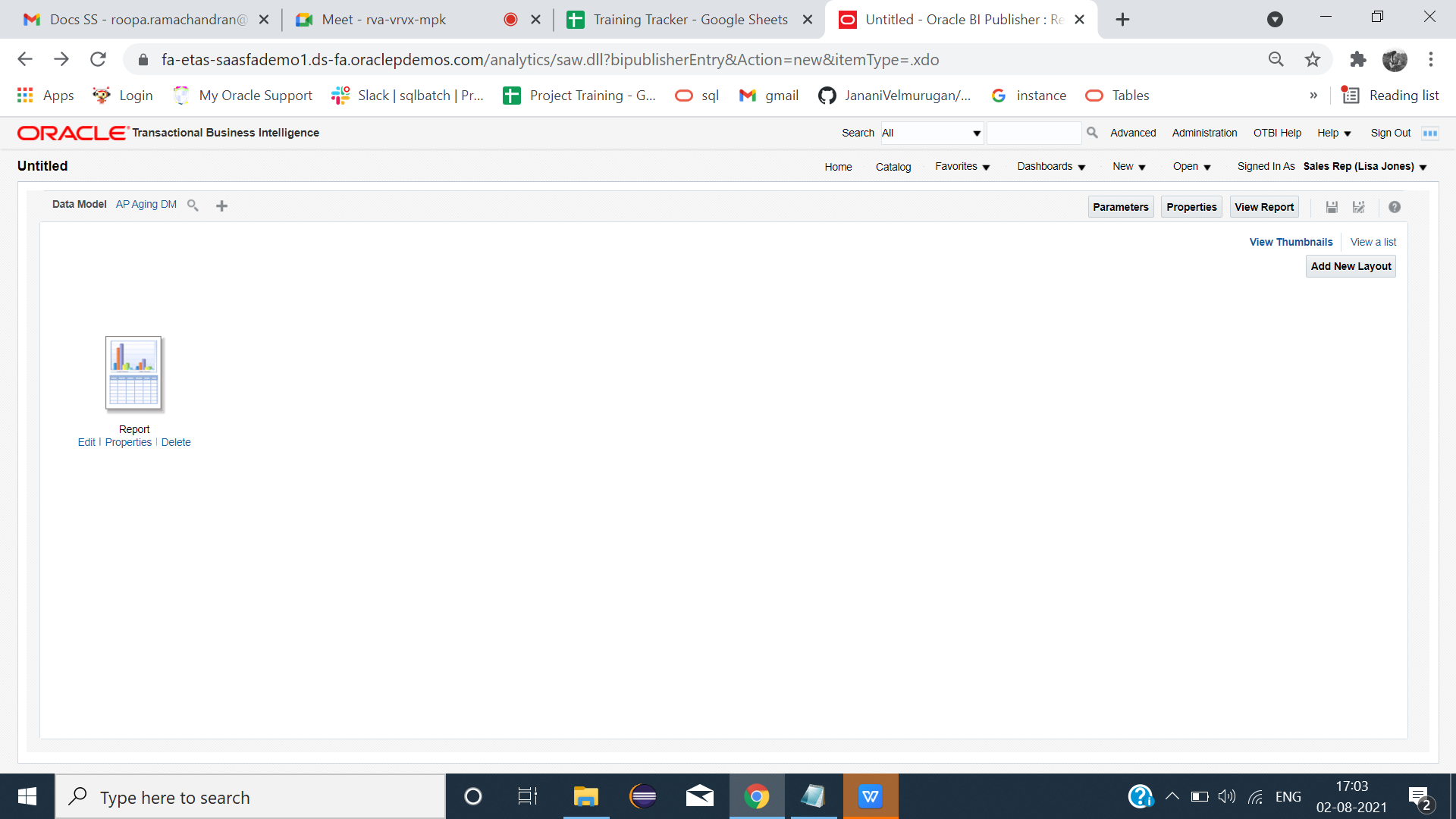
Then save in (excel 97-2003 workbook) format and click excel.

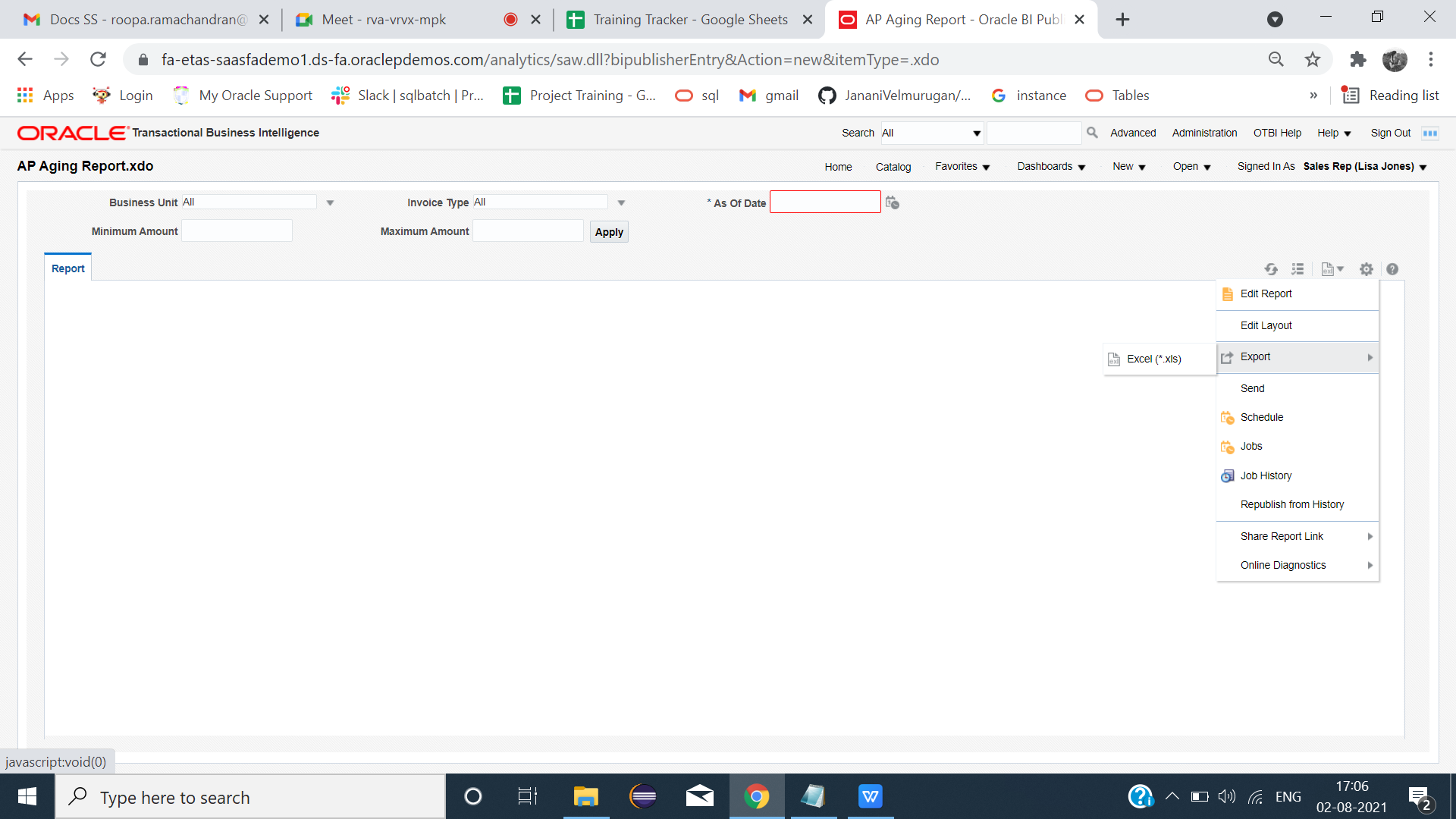


**Template:**



**Report Creation:**





**Report:**

